

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

M-38

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Town of Galena

AGENCY		DIVISION
Item No.	Description	Retention
A.	General Accounting Records	
	1. Annual Financial Reports to local & State Agencies	3 years & until all audit requirements are met.
	2. Audit Reports	" " " "
	3. Bankbooks, Statements & Deposit Slips	" " " "
	4. Budget Records	" " " "
	5. Cancelled Checks, Check Copies & Check stubs	" " " "
	6. Bills to be paid, bills paid, orders, vouchers & invoices	" " " "
	7. Expense reports	" " " "
	8. Paid Bonds & Coupons	" " " "
	9. Payroll Records	As long as person is employed.
	10. Personnel Records, Withholding Forms, and Statements	" " " "
	11. Tax bills paid; tax ledger	3 years & until all audit requirements are met.
	12. Water Bills Paid	" " " "
	13. General ledger book	" " " "
	14. Insurance Policies	As long as in effect.
B.	Correspondence	2 years.
C.	Records of elections	
	1. Registration records	permanent.*
	2. Ballots	2 years.
D.	Planning and Zoning Commission	
	1. Building permit applications	3 years.
	2. Building permits	permanent.*
E.	Minutes, Ordinances, Resolutions, etc. of the:	
	1. Mayor and Council	permanent.*
	2. Planning and Zoning Commission	"
	3. Appeals Board	"
	4. Public Hearings	"
F.	Town Charter and Amendments	"
G.	Deeds, easements, rights of way	"

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission1-16-90
DateW. J. Stenger
SignatureTown
Administrator
Title3/3/90
DateJ. Schaefer
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
H. I.	Administrative 1. Vehicle titles 2. Contracts Utility maps & plans	until expired. <div>retain until superseded, then destroy</div>
* Transfer periodically to State Archives		